

City of Dunwoody 41 Perimeter Center East Dunwoody, GA 30346 Phone: (678) 382-6800

Fax: (770) 396-4828

## **Temporary Sign Permit Application**

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Dunwoody shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Temporary Sign Application form attached, and deliver them with all required supplemental documents to the City of Dunwoody Community Development Department, located at 41 Perimeter Center East, Dunwoody, GA 30346.

Each temporary sign permit will be valid for a period not to exceed two weeks, and a permit is valid for up to two signs of not more than 24 square feet each. Each parcel is allowed a total of six temporary sign permits per calendar year. Please note the number of previous permits you have received on the application to ensure you do not exceed this maximum. The sign must not be placed in the Right of Way, approximately 10 feet from the curb's edge.

approx	cimately 10 feet from the curb's edge.				
	Completed application with all applicable information.				
	Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.				
	The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected. <u>Attach a separate illustration as necessary.</u>				
	There is <b>no application fee</b> for temporary signs.				
	You are required to place the permit sticker on the front side of the banner.				
	Each applicant shall present to the Department, upon request, a certificate of liability insurance o the issuance of a sign permit.				

Incomplete applications are considered non-compliant and will not be processed.



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bject	Company Name:					
	Company Address:					
	Contact Name:					
	Phone:		Email:			
Property Owner	Owner's Name:					
	Phone:		Email:			
	Property Owner/Agent's permiss	ion to install ar	nd maintain sign?	☐ Yes ☐ No		
	Banner Information					
Sign Description	Start Date:					
	Expiration Date:					
	# of Banners:					
scri	Color & Material:					
De	Dimensions:					
Sign	# of Previous Displays this Calendar Year:					
	Content of Banner:					
Sign Contractor	Will contractor install sign? ☐ Ye	s 🗆 No 🔾	Occupational Tax (	Certificate #:		
	Company Name:					
	Contact Name:					
	Address:					
Si	Phone:	Fax:	Email:			
Signature	I hereby certify that all informati	ion provided he	rein is true and c			
	compliance with all requirements of the City of Dunwoody Zoning and Sign Ordinance. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to					
	indemnify and hold the city harmless from all damages, demands or expenses of every character					
	which may in any manner be caused by the sign or sign structure.					
	Applicant's Name:					
	Applicant's Signature:			Date:		
Staff	Staff Only					
	Received by:	Decision:		Date:		
	Permit Number:		Permit Issued I	Date:		

YOU ARE REQUIRED TO PLACE THE PERMIT STICKER ON THE FRONT SIDE OF THE BANNER